

WELCOME TO UHCL WORKFLOW – P&T Faculty Candidate

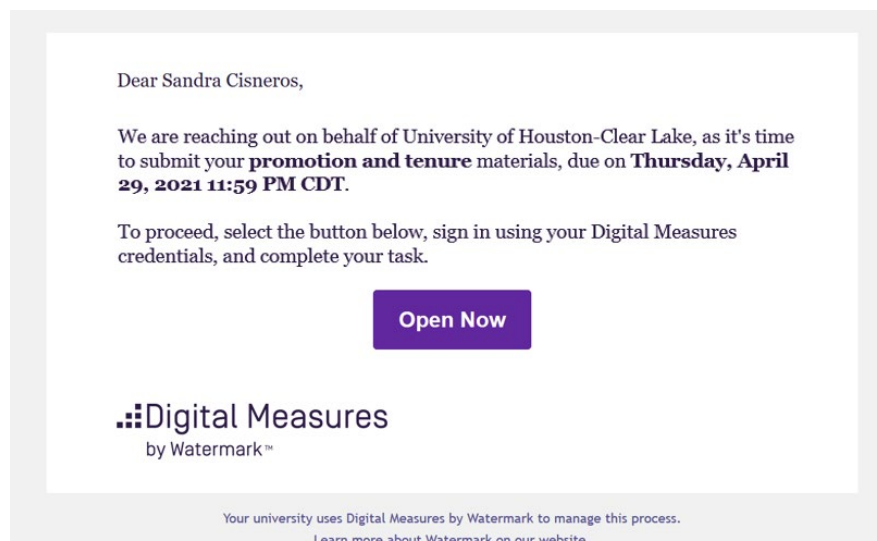
Updated 5/11/23

The following steps will guide you through the Promotion and Tenure process using the Workflow system.


Note: If you are using a MAC, please use the FIREFOX browser. If you are using a Windows-based computer, please use the CHROME browser.

For questions, please contact workflow@uhcl.edu

- 1. Open Workflow System** – As a candidate for Promotion and Tenure and as a reviewer, you will receive an email from Digital Measures by Watermark <dmworkflow@watermarkinsights.com> as shown below, to submit materials or initiate your review. Click the **Open Now** box to be taken to the Digital Measures sign in screen.



- 2. Sign In** – Sign in using your UHCL Credentials.



Enter username (without @uhcl.edu)




Enter password

[Sign in](#)

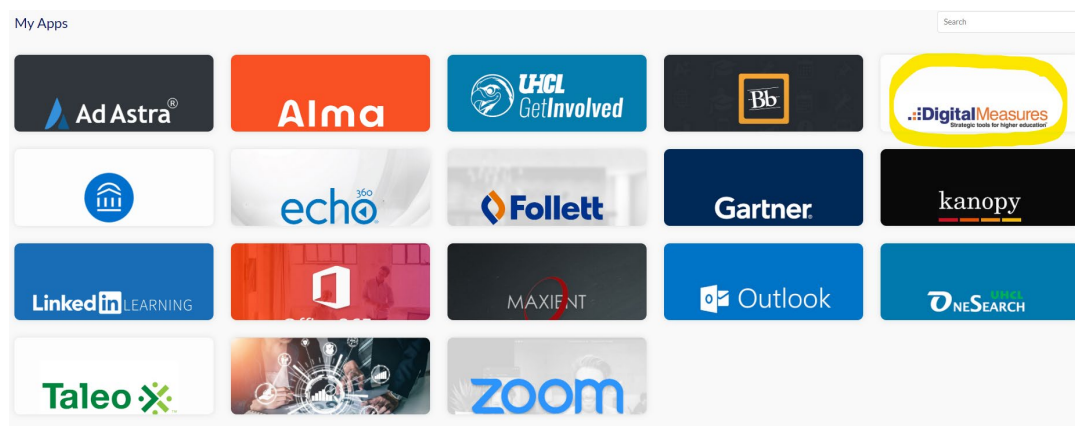
[First Time User](#) | [Forgot Password](#)

Authenticate your credentials using DUO – Authenticate your credentials via text, phone call, or passcode (shown below)

Choose an authentication method

 Duo Push RECOMMENDED	Send Me a Push
 Call Me	Call Me
 Passcode	Enter a Passcode

Select the Digital Measures App (shown below)



OR Sign in directly through the [Promotion and Tenure](#) website, without using your email.

Promotion and Tenure


The University of Houston–Clear Lake promotion and tenure process is an electronic process using Digital Measure Workflow System.

Provost Communications	Faculty Staff Sign In
Faculty Resources	
Program Review	
Adjunct Faculty Form	
Annual Fee Approval Timeline	

Policy

- [Promotion and Tenure Policy](#)

Additional Documents



Use the Faculty Staff Sign In button to sign in using your UHCL credentials.

3. **Click Your Name.** Once in Workflow, the following screen will appear. When you click on your name in the first column, you will be taken to the application form screen.

Workflow Tasks

▼ Inbox

Name	Step	Subject	Due Date
Sandra Cisneros	Step 1. Faculty	Me	April 30, 2020 @ 11:59 PM

4. **Upload documents.** Here you will upload a variety of documents. All sections with a red asterisk are required. **Keep in mind a naming convention has been created and instructions are provided in parenthesis.**

Note: PDF Portfolios aren't compatible with the Workflow system. The maximum file size is 1GB. You will receive an error message 'Unable to upload file.xxxxx' if the file is too large. You may simply click 'Delete File' to remove it.

University of Houston - Clear Lake Activities Reports Workflow ? [User Icon] Digital Measures by Watermark

< Step 1. Faculty Step - Due April 30, 2020 @ 11:59 PM [Download Icon] [Cancel] [Actions]

UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE [Instructions to Faculty](#) | [UHCL P & T Policy](#) | [Flowchart and File Naming Conventions](#)

- * Candidate Review Statement (Save file as 1_1_XXX) [Drop files here or click to upload](#)
- * Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX) [Drop files here or click to upload](#)
- Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX) [Drop files here or click to upload](#)
- * Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.) [Drop files here or click to upload](#)
- Third-Year Review Letters from Peer Committee and Department Chair (Only for promotion to associate. Save files as 1_5a_XXX, 1_5b_YYY, etc.) [Drop files here or click to upload](#)
- * Current Curriculum Vitae (Save file as 1_6_XXX) [Drop files here or click to upload](#)
- * Candidate's P&T Narrative (lesser of 7500 word or 15-page limit. Save file as 1_7_XXX) [Drop files here or click to upload](#)
- Appendix Material Table of Contents (Save file as 1_8_XXX) [Drop files here or click to upload](#)
- Appendix Material (Save files as 1_9a_XXX, 1_9b_YYY, etc.) [Drop files here or click to upload](#)

5. Save Draft. Once you have completed the application, you will submit by clicking the Action button on the top right corner. A pull-down option will appear, where you will then click Save Draft.

The screenshot shows the 'Step 1. Faculty Step - Due April 30, 2020 @ 11:59 PM' form. The form title is 'UHCL APPLICATION FORM FOR PROMOTION AND/OR TENURE'. It includes links for 'Instructions to Faculty' and 'UHCL P & T Policy'. The form has four sections for file uploads:

- Candidate Review Statement (Save file as 1_1_XXX):** Shows a file '1_1_Cisneros Review Statement.docx (18.08 KB)' with a 'Delete File' button.
- Applicable Promotion and Tenure Criteria (Save file as 1_2_XXX):** Shows a file '1_2_Cisneros Promotion and Tenure Criteria.docx (18.15 KB)' with a 'Delete File' button.
- Written Notifications of Probationary Period Extensions (if applicable. Save file as 1_3_XXX):** Includes a link 'Drop files here or click to upload'.
- Annual Evaluations from the Department Chair for Each Year During the Evaluative Period (Save files as 1_4a_XXX, 1_4b_YYY, etc.):** Shows three files: '1_4a_Cisneros Annual Evaluation Fall 2018.docx (18.02 KB)', '1_4b_Cisneros Annual Evaluation Fall 2019.docx (18.04 KB)', and '1_4c_Cisneros Annual Evaluation Fall 2020.docx (18.03 KB)', each with a 'Delete File' button.

In the top right corner, there is a 'Save Draft' button highlighted with a green background and a red arrow pointing to it. Below it is a 'Submit to Step 2. Post External Reviewer Letters' button.

6. Getting Ready to Submit. After you save your draft, you will be taken to the Workflow Inbox, where you will again click on your name. You can continue working on your application until the due date.

The screenshot shows the 'Workflow Tasks' section with an 'Inbox' tab selected. It contains a table with the following data:

Name	Step	Subject	Due Date
Sandra Cisneros	Step 1. Faculty	Me	April 30, 2020 @ 11:59 PM

Red arrows point to the name 'Sandra Cisneros' and the due date 'April 30, 2020 @ 11:59 PM'.

7. **Submit.** In the P&T application form, you will now click on the Action button located at the top right corner and select Submit to 2. Dean Post External Review Letter.

8. **Submit Confirmation.** When you are asked to confirm your submittal, click Yes.

9. **History.** After confirmation, your P&T application will show the History section of the Workflow Tasks.

Workflow Tasks				
▼ Inbox				
Name	Step	Subject	Due Date	
No Data to Display				
▼ History				
Name	Current Step	Subject	Last Modified	Actions
Sandra Cisneros	Step 2. Post External Reviewer Letters	Me	April 29, 2020	▼

NOTE: Please email workflow@uhcl.edu if you have submitted something in error prior to submission deadline and it will be determined if the materials are able to be returned to you.